Process	*Modifying a Program*
Process Number	*GL – 035*

Description of Process

Modify an existing program. Programs are modified whenever there is a change in the details of a grant or source of funds. Modifying a program may require the user to change identifying information such as the name and description, supply a Manager Name to identify the individual responsible for the program, or alter specific information related to the type of grant that is being created. The State of Georgia has elected to modify the existing delivered PeopleSoft system to require that the debits and credits for all journals be balanced by program. In addition, the following fields have been added to the Program Table:

- Funding Type

- CFDA

- Letter of Credit Number

- FHWA Code (for business unit 48400 only)

The Program ChartField represents what was formerly known as the fund source in the legacy system. Programs will be mapped to the appropriate project/grant(s) using the Program Distribution Panel located in the Define General Options window, which will be used by Accounts Payable and Purchasing to distribute entries by program. General ledger journal entries will be distributed using the Program Distribution Calculator, which uses the SpeedChart table to distribute project amounts based on their related program(s). Each agency will be responsible for maintaining its own tables.

Input to Process

Program Change Request is written up, signed, assigned an identifier and approved. The program is then modified in PeopleSoft.

Output of Process

Program is modified and is accessible to all business units having access to the SetID under which the program was created.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Program

## *Business Process Description*

Process Description	Responsibility (Agency/Centralized)
Step 1: Complete request form to modify an existing program Using the forms provided to you (see attached), submit your program change request. If valid, the request will be forwarded to the proper agency individual(s) for input, usually someone at a supervisory level. Otherwise, the request will be returned to you for corrective action or with an explanation for the denial of the request.	Agency
Step 2: Open the program you wish to modify Using Update/Display mode, enter the SetID and Program Code for the program you wish to modify. The SetID should be equal to the business unit for the program you are modifying.	Agency
Step 3: Insert a row that will contain the program modifications Insert a row using F7 in any effective dated field. This allows you to make *effective dated* changes and enables you to retain a history of the modifications made to the program. Any modifications will take effect as of the date specified. In the row you just inserted, enter the Effective Date and Status for your program. The Effective Date can be set to the current date or a future date and determines the date on which the change will go into effect. The Status refers to the availability of the program for use in journal processing. The default Status is "Active."	Agency
Step 4: Make changes as requested on form	Agency
Step 5: Save the program The program is now saved and will be accessible to all users with access to the SetID under which the program was created.	Agency
Step 6: Notify the requestor that the program has been added Send notification to the requestor that the program has been modified and is available for use. The following are acceptable forms of notification: • E-mail • Facsimile • Interoffice Memorandum	Centralized

Forms Used with Process (#)

**Attach sample form(s) \\DOAS_COMMONS_01\VOL1\DATA\COMMONS\PDocs\Financials\GL-General Ledger\Business Process Flows\ChartField Maintenance\Program\Program Change Request.doc

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Process Flow Diagram (if appropriate):
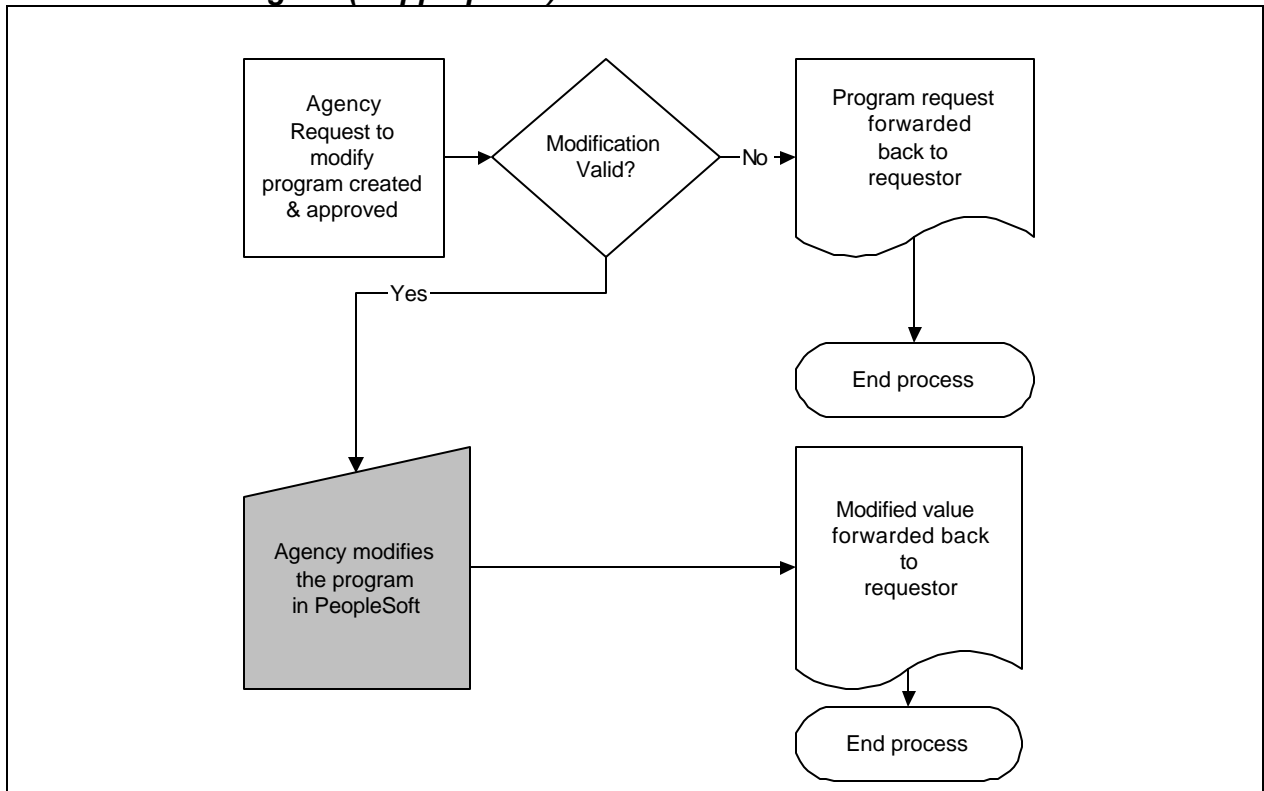
Process Signoff

Tested By
Date Tested